



SSOE 2 - **Microsoft Teams (Student)** **Quick Guide**

V1.0

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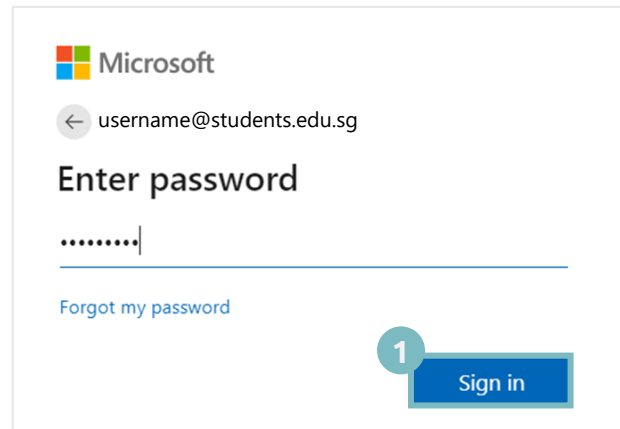


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How to sign in to Teams (via MIMS account)



Microsoft

← username@students.edu.sg

Enter password

.....|

[Forgot my password](#)

1 [Sign in](#)

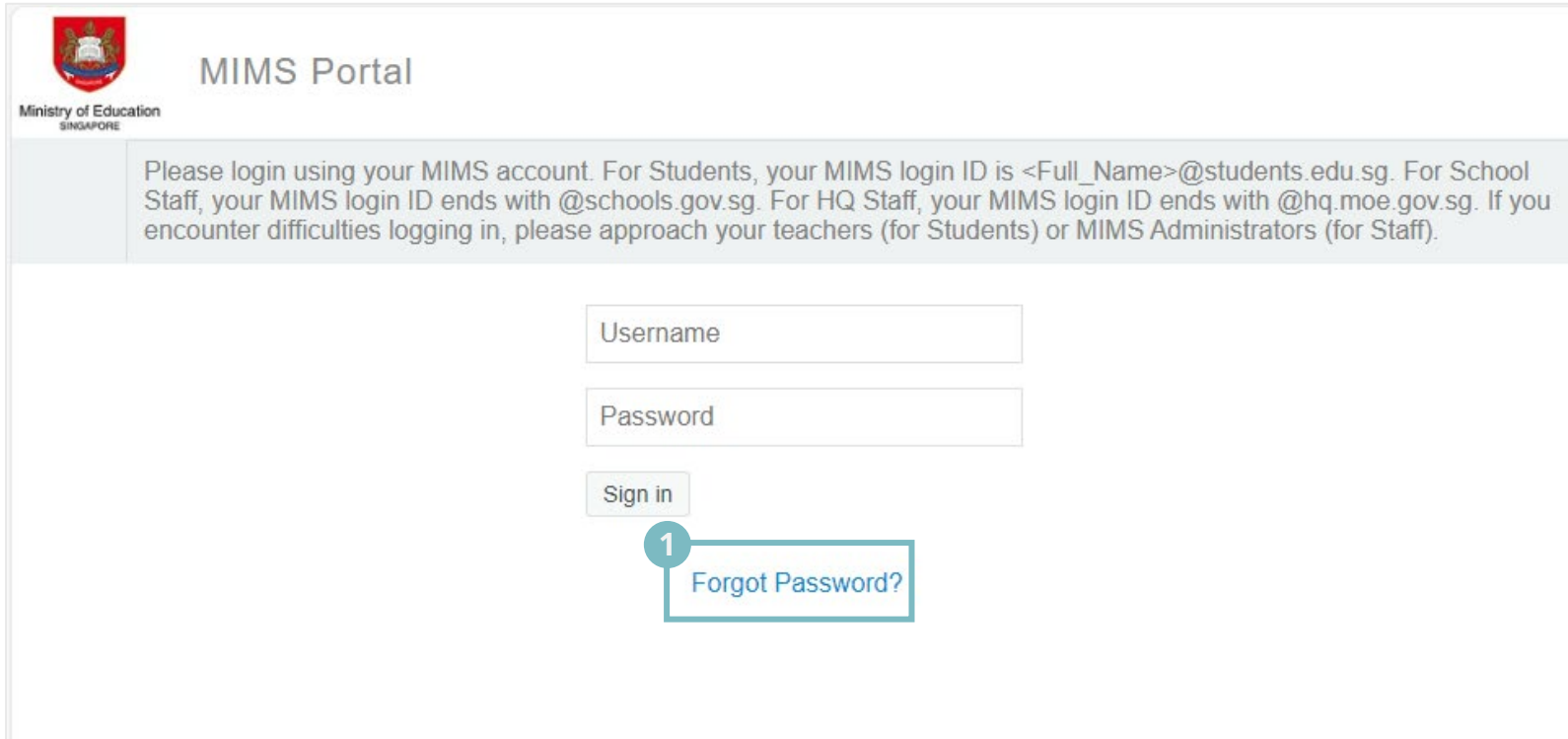


Only on school devices

- 1 Go to [Office.com](#) on your browser and sign in with your **MIMS account username** and **password**.
- 2 Select the **Microsoft Teams app**.

Note: You will need to use **your school's SSOE 2 ACAD devices** (i.e, school laptops) to access Microsoft Teams.

MIMS account password reset



MIMS Portal
Ministry of Education
SINGAPORE

Please login using your MIMS account. For Students, your MIMS login ID is <Full_Name>@students.edu.sg. For School Staff, your MIMS login ID ends with @schools.gov.sg. For HQ Staff, your MIMS login ID ends with @hq.moe.gov.sg. If you encounter difficulties logging in, please approach your teachers (for Students) or MIMS Administrators (for Staff).

Username

Password

Sign in

1 [Forgot Password?](#)

- 1 Go to MIMS Portal and click on **'Forgot Password?'**.

Note:

(New MIMS users)

- The **'Forgot Password'** function will not work if you are a **new MIMS user** who is logging in to MIMS for the first time.
- Please approach your teachers to obtain your password.

(Existing MIMS users)

- You may also **reset your MIMS account** if you have forgotten your password.
- If you encounter any difficulties logging in, please approach your teachers.

Join a scheduled meeting (from SLS/ICON Email)

The screenshot shows the Student Learning Space (SLS) interface. On the left, there's a 'Planner' sidebar with 'Personal' selected. The main area displays 'Event Details' for a 'Teacher scheduled meeting with Students'. A red circle with the number '1' highlights the 'Click here to join the meeting' link. Below this, meeting details are provided: Meeting ID: 452 754 895 406, Passcode: ekcpzz, and a link to 'Download Teams | Join on the web'. The right side of the SLS interface shows 'Assignment' and 'Self-Study Tasks' sections, both with 'ATTACH' buttons and 'No Attachments' messages.

Below the SLS interface, an email from 'NCS O365test Teacher (SCHOOLS)' is shown. The email subject is 'MOE Meeting hosted by Teacher to student'. The email body contains a calendar event for 'MOE Meeting hosted by Teacher to student' on 'Fri 16 Aug 2024' from 3pm to 3:30pm (SGT). The location is 'Microsoft Teams Meeting' and the organizer is 'NCS O365test Teacher (SCHOOLS)*'. There are 'Yes', 'Maybe', and 'No' response buttons. Below the calendar event, there's a 'Microsoft Teams' section with a red circle and the number '2' highlighting the 'Join the meeting now' link. Meeting details include Meeting ID: 430 400 372 88 and Passcode: mAbxeg. A link for 'Meeting options' is also provided.

The screenshot shows a Microsoft Teams meeting join prompt. At the top, there's a Microsoft Teams logo. Below it, the text reads 'Join your Teams meeting'. A red circle with the number '3' highlights two buttons: 'Continue on this browser' and 'Join on the Teams app'. At the bottom, there's a link for 'Download it now' under the heading 'Don't have the app?'.

- 1 Either launch SLS and open the calendar invite from your teacher that contains the meeting link.

Click on the '**Click here to join the meeting**' link to automatically launch the meeting in Microsoft Teams.

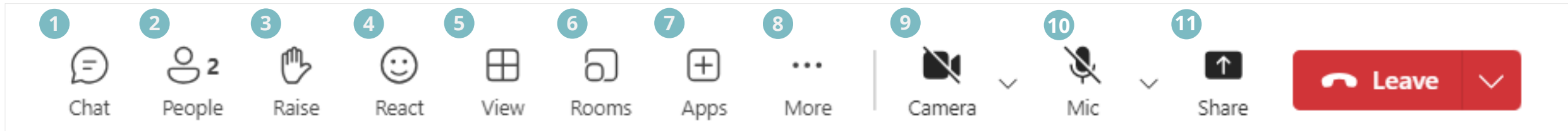
- 2 Or launch your ICON Email and open the email from your teacher that contains the meeting link.

Click on the '**Join the meeting now**' link to automatically launch the meeting in Microsoft Teams.

- 3 You can choose to either click on '**Continue on this browser**' button join via your current Internet browser; or

If you have the Teams app installed, click on '**Join on the Teams app**' button to launch Teams.

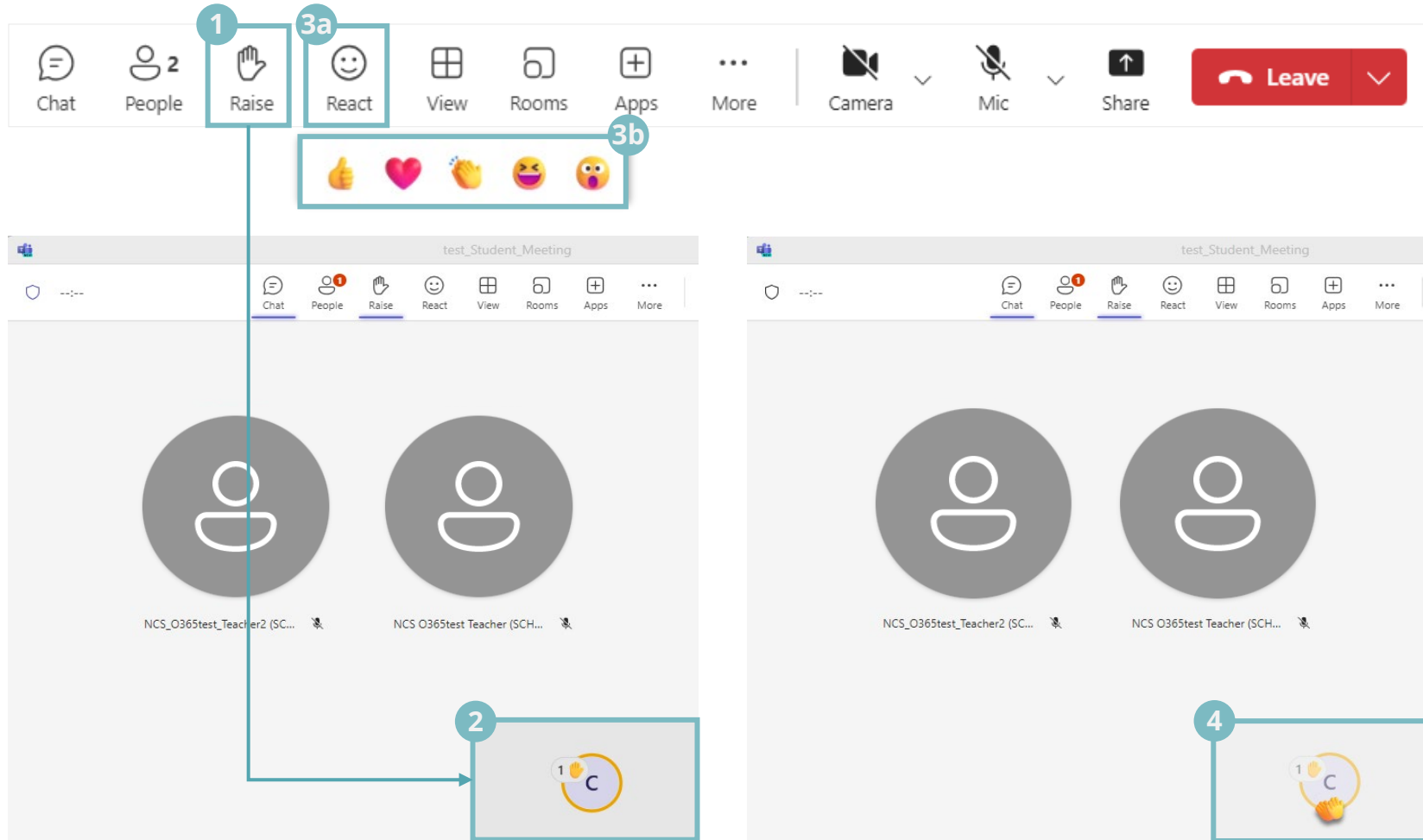
Use meeting controls during meeting



How to use meeting controls

- 1 Chat** – Click the **'Chat'** icon to open the chat panel and participate in real time conversations during the meeting.
- 2 People** – Click the **'People'** icon to view participants in the meeting, allowing you to see who's present and their roles.
- 3 Raise** – Use the **'Raise Hand'** feature to signal that you have a question or want to speak.
- 4 React** – Click the **'React'** icon and choose among the available emoticons for reactions.
- 5 View** – Select the **'View'** icon to adjust your layout and display participants based on your preference.
- 6 Rooms** – Access breakout rooms for focused discussions during the meeting.
- 7 Apps** – Use the **'Apps'** icon to access and integrate additional tools (i.e. **polls**) that enhance your meeting experience.
- 8 More** – Access additional meeting options.
- 9 Camera** – Click **'Camera'** icon to toggle camera access.
- 10 Mic** – Click **'Mic'** to toggle microphone access.
- 11 Share** – Click the **'Share'** icon in Microsoft Teams to display a specific window to all meeting participants.

Raise hand and reactions



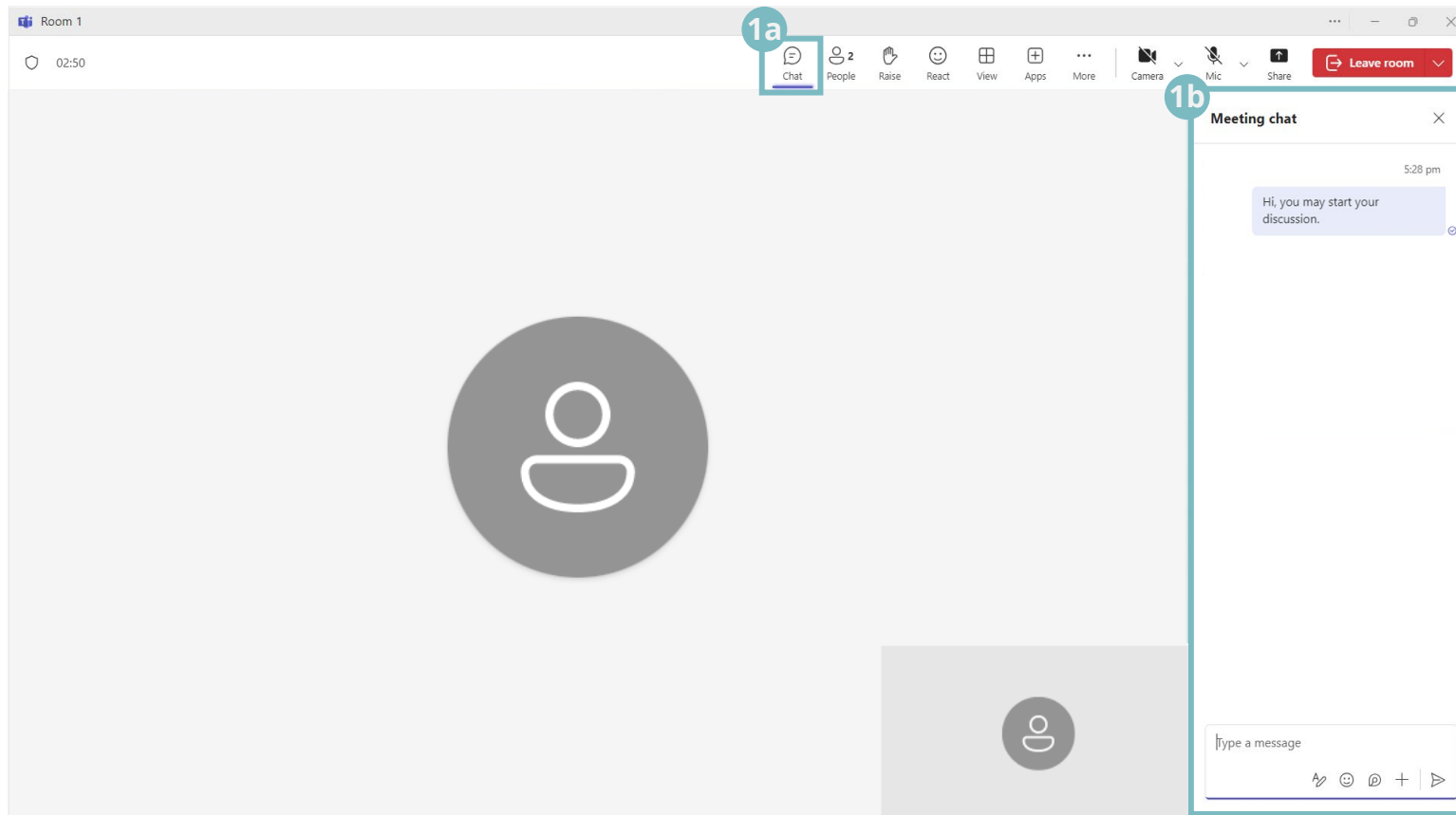
Raise hand

- 1 To signal that you have a question or want to speak, click the **Raise hand icon**.
- 2 **Your hand will appear raised** in the meeting, indicating you have a question or wish to contribute.

Send a reaction

- 3 Select **'React'** from the meeting controls and choose among the available emoticons for reactions.
- 4 **Your selected emoticons will briefly appear on your video** or as a notification, showing your feedback or reaction.

Meeting chat

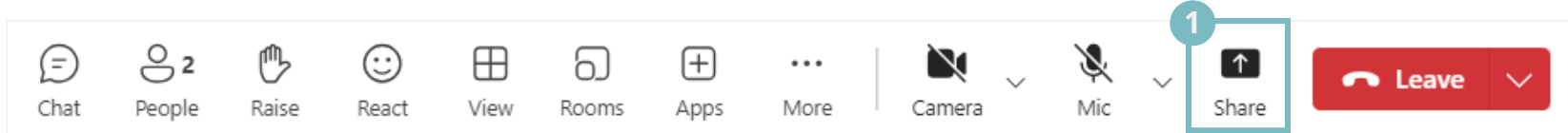


During meeting

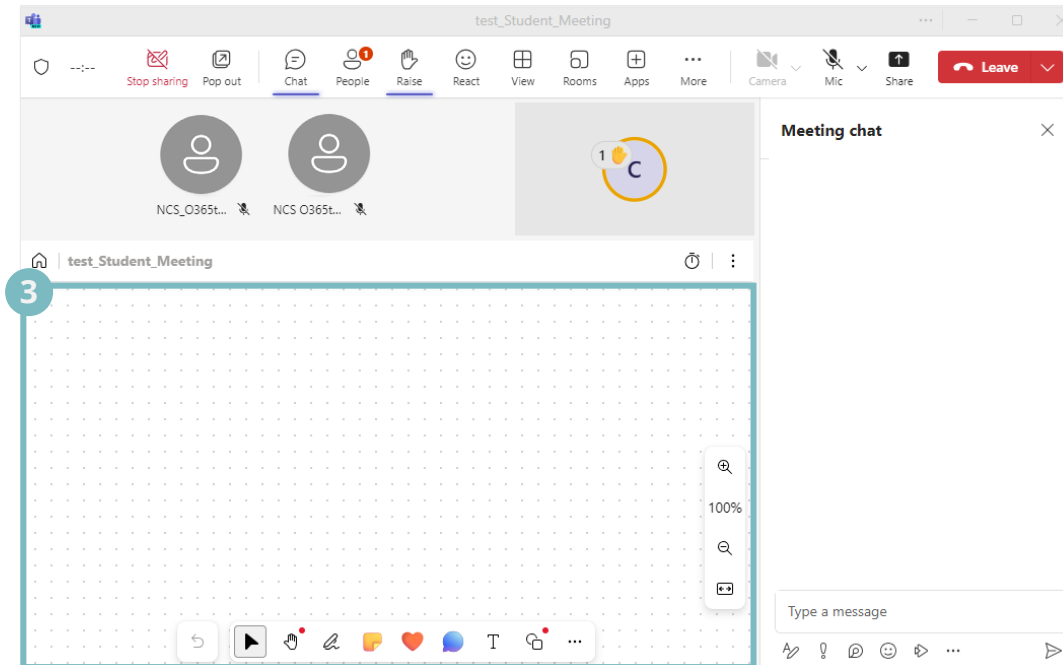
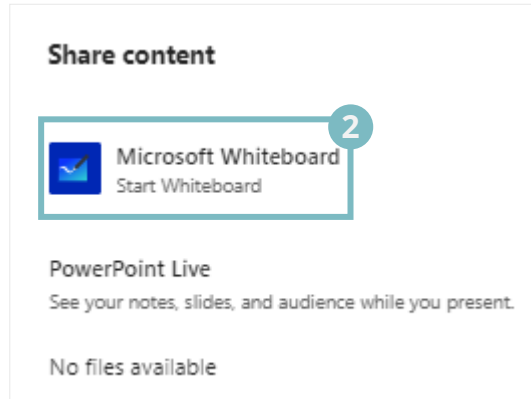
- 1 Select '**Chat**' from the meeting controls. The '**Meeting chat**' for meeting or each breakout room will appear on the right panel.

Note: After a meeting ends or a breakout room is closed, no more messages can be sent.

Share whiteboard



Note: The teacher or meeting organizer will have to provide you with Presenter rights before you can share your whiteboard.

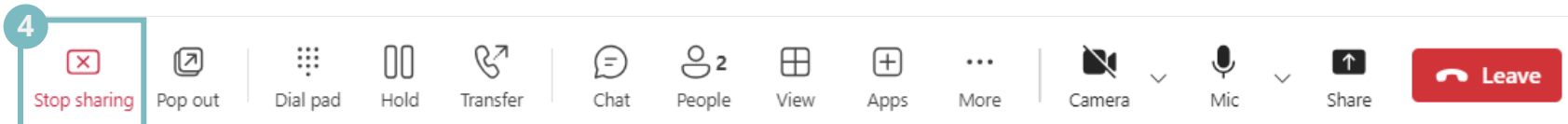


To share a whiteboard

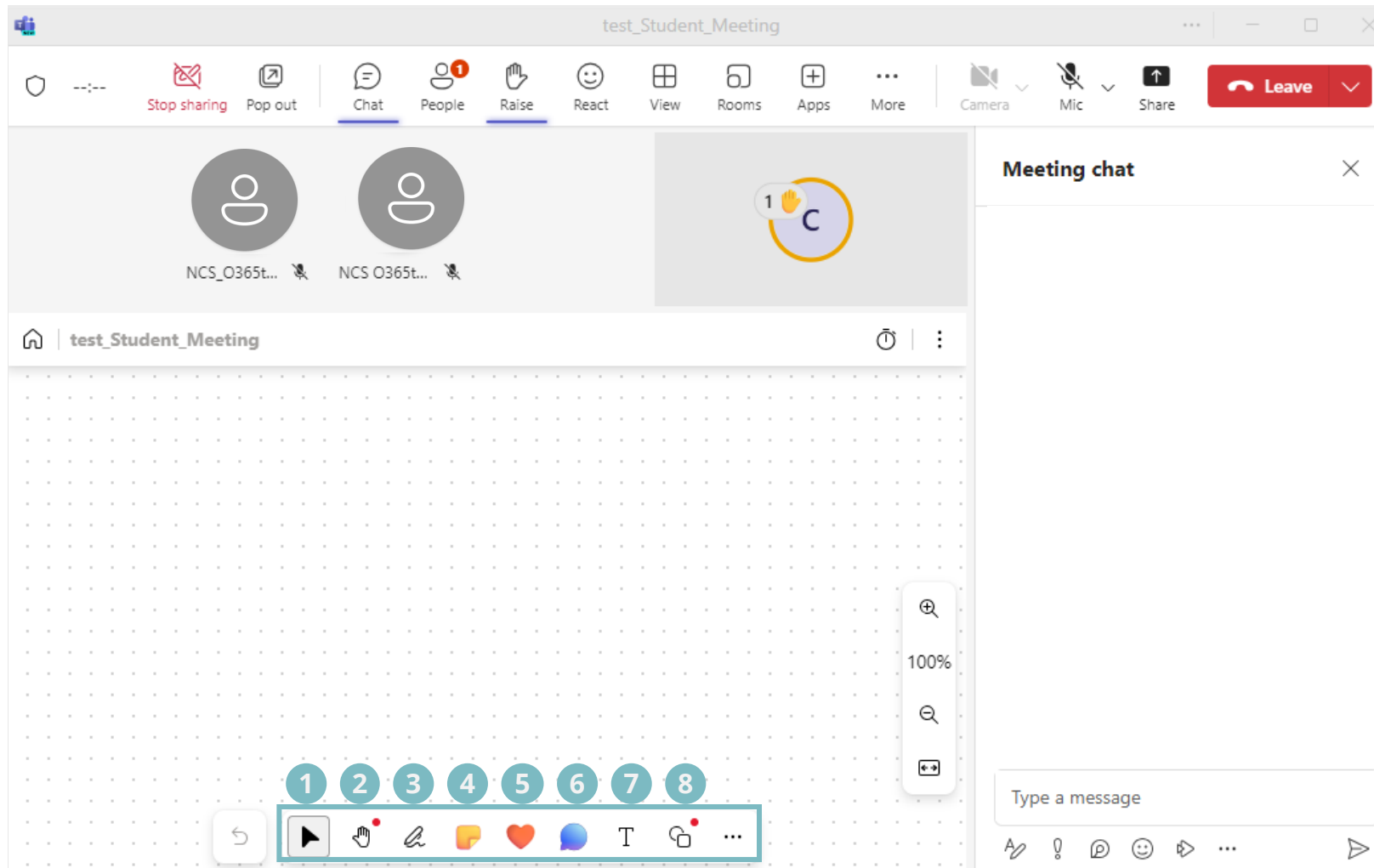
- 1 Select 'Share' from the meeting controls.
- 2 Select 'Microsoft Whiteboard'.
- 3 You have successfully shared the whiteboard.

To stop sharing whiteboard

- 4 Select 'Stop sharing' to stop sharing your screen.

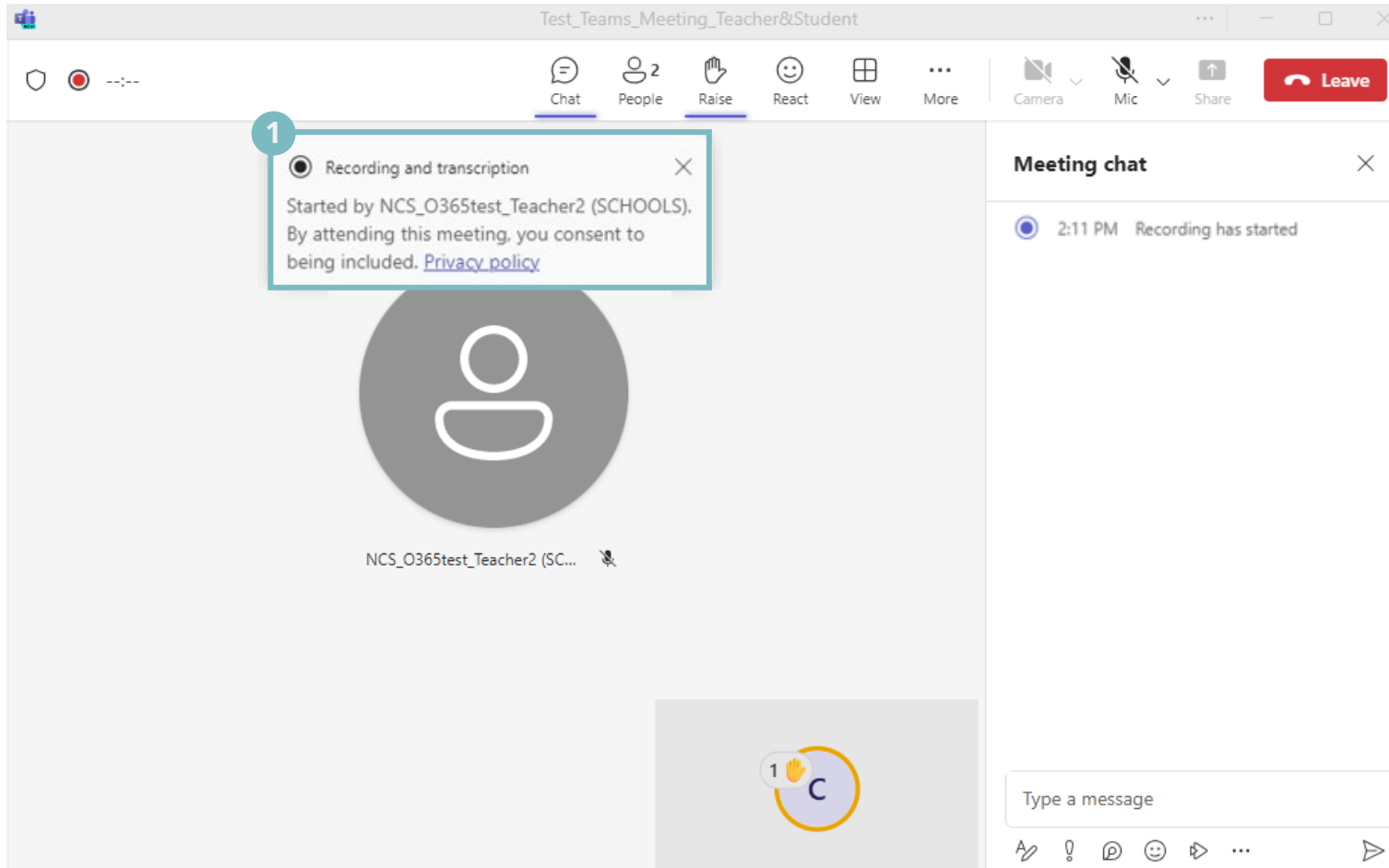


Whiteboard menu



- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky notes or a grid of notes for brainstorming.
- 5 **Emoticons** – Click to insert reactions or emoticons on the whiteboard.
- 6 **New comment** – Click this to add comments anywhere on the whiteboard.
- 7 **Text** – Use this to insert text boxes.
- 8 **Add shape or line** – Click to draw shapes or lines.

Notification for meeting recording



- 1 A **recording notification** will appear when your teacher has started recording.

View/download a recorded meeting

The image is a composite of three screenshots illustrating the process of viewing a recorded meeting.
1. The top-left screenshot shows a Gmail interface. An email from 'School1_Teacher1' is open, with a file named 'MOE Teacher to Student-20240816_163425-Meeting Recording' attached. A blue box around the 'Open' button is labeled with a '2'.
2. The top-right screenshot shows a OneDrive 'Verify Your Identity' screen. It prompts the user to enter their email address to open the secure link. A blue box around the 'Enter email' field is labeled with a '3'.
3. The bottom screenshot shows a video player interface. A blue box around the play button is labeled with a '4', and a blue box around the 'Download' button is labeled with a '5'.
A '1' is also present in the top-left corner of the overall image, indicating the first step of launching the email.

- 1 Launch your ICON Email and open the email from your teacher that contains the meeting recording.
- 2 Click on the **'Open'** link launch the recording.
- 3 Sign in with your **MIMS account username** and **password**.
- 4 Click on the play button to commence the playback.
- 5 Click on the **'Download'** button to save a copy of the recording.

Support Options

Please contact **your teacher** should you want further information regarding Microsoft Teams or if you encounter any issues.



